

Library Board of Trustees  
Shrewsbury Public Library  
April 26, 2005

Chairman George Strom called the April 26<sup>th</sup> meeting of the Board of Library Trustees to order at 7:05pm.

Trustees Present: Joan Barry  
Alice Canty  
Barbara Carpenter  
Carol Cullen  
Carl Larson  
Kevin McKenna  
Rosemary Rennie  
Fran Whitney

Ellen Dolan, Library director attended

Approval of Minutes Motion to accept minutes of the February 22<sup>nd</sup> and March 22<sup>nd</sup> meetings- Fran Whitney  
Second- Rosemary Rennie  
All in Favor

Approval of Library Director's Report Motion to accept Library Director's report- Rosemary Rennie  
Second- Carl Larson  
All in Favor

Budget & Finance:

Update of Fy2006 Budget Request- Ellen Dolan presented the "Balanced Budget" and three budgets that would be used

depending on the passage of Prop 21/2 override. After discussion motion to accept “Balanced Budget” and Supplemental Budgets as presented by Ms. Dolan – Joan Barry

Second- Carol Cullen

All in favor

Sunday service funding- Ellen Dolan suggested that the Library end Sunday hours on May 22<sup>nd</sup> of this year and carry the money (\$3768) over to the 2006 budget to be used to fund six (6) Sundays for next year. Ellen also suggested going to businesses to fund Sunday hours for next year.

Motion to end Sunday hours on May 22<sup>nd</sup> of this year and to carry over the funds (\$3768) for use in fiscal 2006- Fran Whitney

Second- Carol Cullen

All in favor

Fy2005 YTD Report Ellen Dolan presented the Trustees with a report of what had been spent to date.

Second Library State Aid disbursement- Ellen reported that the second state aid disbursement had arrived.

### Building Project Planning

Building Design Budget Ellen updated the budget to date

Copies of Design Study- Ellen asked if any of the Trustees needed copies of the Design concept Study. She will get extra copies for Board members.

Presentations Presentations have been made to the FinCom, Historic District commission, Lions, Rotary, Friends of the Library, Shrewsbury Tower, and the Dem. Town committee. All were very well received.

Mass Historic Commission request for information Ellen received a request for information from the Mass Historic Commission regarding our building project. Information will be sent to them.

Parking- conversation Fran Whitney had with Shrewsbury Credit Union was reported. They are open to use for staff parking, but do not want a twenty (20) year lease. Ellen will look into this. Ellen asked permission to begin looking into purchasing land next to shed to use for parking.

PR Committee- Newsletter work is complete. Committee will need an additional \$1500 to cover the cost of printing and mailing. George asked about simplified mailing. Ellen responded that this is a very involved process that she will work on for future mailings.

Motion to fund \$1500 for Pr mailing- Carol Cullen  
Second Fran Whitney  
All n Favor

Central One Credit Union Family Day (May 22,2005) Ellen asked if the Trustees would be willing to help out on this date from 11:00 to 4:00. The Library will have a table with a children's activity, a YA raffle and information on the building project. Trustees signed up for times they could help.

### Building & Grounds

Tree Treatment- proposal resubmitted for one tree Ellen received a proposal for treatment of the Flowering dogwood for \$372 for fertilization. Motion to fund treatment of the tree- Fran Whitney  
Second- Kevin McKenna  
All in favor

Request for lines in parking lot Ellen received a request to have lines painted to show direction in the parking lot. She will speak to Mr.Knipe to see what can be done.

Leaking Flat roof Ellen reported that the contractor repaired a seam and drain that were leaking under manufactures warranty.

Cleaning contract concerns Ellen reported that she has been working with the Cleaning contractor regarding concerns about their job. They will do complete cleaning of the bathrooms to set a baseline for future cleaning.

Broken Seal in window in children's courtyard & window in skylight Ellen reported that there is a broken seal in the window in the children's courtyard and a slight crack in the skylight that will have to be addressed in the future.

Stained glass window inspection. Ellen reported that she had received a proposal for inspection of the stained glass for \$600. Rosemary was concerned with the cost of the original inspection. It was decided to do nothing at this time pending the building project.

Legislative Ellen reported that she has had very good support from our State representative(Karen Polito ) and our State Senator(Augustus). Senator Augustus has proposed legislation for matching funds for library foundations.

Policy Ellen presented a group of revisions for Library Policy. Trustees will study and vote on at next meeting. Ellen asked for a confirmation of Non-resident circulation Policy. It was agreed that the policy voted earlier was still in effect.

### Gifts and Grants

The TAG is creating a basket to raffle for funds for teen programming.

Request to Lions club for funds for CD Audio books. Ellen requested funds for CD Audio books when she spoke with the Lions Club. The indication was that they would be happy to donate for this purpose.

Update on LSTA applications Digitization Project will be refined and resubmitted next year.

Discovery Kits- Reviewers did not find good support from schools. We will work with superintendent and resubmit this year.

#### Personnel

Library Assistant Mary McDonald terminated employment on March 25<sup>th</sup>.

Head of Tech Services Position The elimination or delayed hiring for this position has been resolved with the Town Manager. The advertisement and posting is prepared, but will wait until after Town Meeting. Leona McDonald has agreed to come in to help train new person.

Employee Health Insurance now under Western Suburban Health Cooperative. The Town Manager is hopeful that this change will save the Town money.

#### Friends:

Book Bag Design Winners will be announced shortly.

Plans for Book Sale Book sale will take place on Friday, Saturday and Sunday May 20,21,22.

Friends will host Major League cookout on July 8th from noon to 2:00 (They have purchased a grill to use each year, instead of renting)

#### Programs & Services

Outreach “Memories of the Home Front” program is to be presented at the Senior Center

Annual Calendar Ellen suggested that she would put together an annual calendar.

RECESS program In consideration of Fy06 budget reductions this program will take place on weekdays

Library gnomes The Library has several “library gnomes” that maybe borrowed to take on vacation. The object is to bring back postcards and notes on your vacation.

Second Davis Farmland Pass Ellen requested that since the Rotary Club purchased a pass for the WAM that the Trust Funds be used instead to purchase a second pass to Davis Farmland.

Motion to purchase a second pass to Davis Farmland –Barbara Carpenter

Second- Carol Cullen

All in favor

New Brochures have been prepared to promote online databases.

Miscellaneous

Library website had 4,420 visits during the month of March.

Motion to adjourn- Carol Cullen

Second- Rosemary Rennie

All in favor

Meeting adjourned at 8:30pm

Submitted by Barbara Carpenter